

**SAN LUIS OBISPO COUNTY  
EMERGENCY MEDICAL CARE COMMITTEE  
BYLAWS**

**ARTICLE 1 – NAME**

The name of this committee shall be the San Luis Obispo County Emergency Medical Care Committee (EMCC).

**ARTICLE 2 – AUTHORITY**

The San Luis Obispo County Board of Supervisors (Board) has established the EMCC in accordance with California Health & Safety Code, Division 2.5, Section 1797.270 *et seq.* to act in an advisory capacity to the Board and the local Emergency Medical Services Agency (LEMSA) on matters relating to emergency medical services.

**ARTICLE 3 – PURPOSE**

The EMCC is dedicated to assuring optimal prehospital care and improving the quality of the emergency medical care delivery system in San Luis Obispo County. It is the responsibility of the EMCC to act in an advisory capacity to the LEMSAs and the Board on matters relating to local emergency medical services and to perform such other duties as the Board may specify.

**ARTICLE 4 – DUTIES**

- A. The EMCC shall participate in the planning process for the establishment of goals and objectives, and in the development of policies and procedures, for the LEMSAs.
- B. The EMCC shall encourage and educate the public to understand the nature of prehospital emergency medical care and encourage support throughout the county for the development and implementation of effective emergency medical services plans.
- C. The EMCC shall review and periodically evaluate local emergency medical services program needs, services, facilities and special programs.
- D. The EMCC shall fulfill the review and reporting requirements specified in California Health & Safety Code, Division 2.5, Section 1797.270 *et seq.*
- E. The EMCC shall review and comment on proposed emergency medical services legislation, plans, protocols and policies to be adopted by the LEMSAs and shall report its findings to the Board as appropriate.

- F. All voting members of the EMCC shall:
1. uphold and act in accordance with the Constitution of the United States and the Constitution of the State of California;
  2. comply with ordinances, rules, regulations and policies of the County of San Luis Obispo;
  3. comply with federal and state conflict of interest laws, including but not necessarily limited to the following to the extent they are applicable:
    - a. The California Political Reform Act of 1974, California Government Code §87100 *et seq.*, and the regulations of the Fair Political Practices Commission promulgated thereunder;
    - b. The prohibition of contractual conflicts of interest set forth in California Government Code §1090 *et seq.*;
    - c. The prohibition of incompatible employment, activity or enterprise for compensation set forth in California Government Code §1126 *et seq.*; and
    - d. The common law rules against conflicts of interest.
- G. The EMCC shall exercise no supervision or control over the internal administration of the LEMSA or any related facility thereof.

#### ARTICLE 5 – MEMBERSHIP

- A. Voting membership of the EMCC shall be composed of individuals residing in San Luis Obispo County and appointed by the Board of Supervisors.
1. Voting members of the EMCC shall serve at the pleasure of the Board and may be removed from the EMCC at any time only by the Board.
  2. Voting members of the EMCC shall serve without compensation.
- B. The EMCC shall consist of the following voting members:
1. One representative nominated by each of the following organizations or groups and approved by the Board:
    - a. ~~San Luis Obispo County~~ Central Coast Medical Association
    - b. San Luis Obispo County Fire Chiefs Association
    - c. San Luis Obispo County Hospital Administrators
    - d. San Luis Obispo County City Managers
    - e. San Luis Obispo County Sheriff-Coroner
    - f. Prehospital Providers Licensed to Provide 911 Response in San Luis Obispo County
  2. One representative of each of the following groups nominated by the County Health Officer and approved by the Board:

- a. Physicians board-certified in emergency medicine
- b. Locally certified or accredited field representatives (EMTs and Paramedics)
- c. Mobile Intensive Care Nurses (MICNs) employed by local hospital emergency departments
3. Two (2) consumer representatives, each with demonstrated knowledge of, and/or experience in, emergency medical services, nominated by the County Health Officer and approved by the Board
- C. The LEMS Administrator and Medical Director shall serve as non-voting ex-officio members of the EMCC.

#### ARTICLE 6 –TERMS OF OFFICE

Appointments shall be for terms of ~~two (2)~~ four (4) years, beginning July 1 and expiring June 30, **except for the San Luis Obispo County Hospital Administrators , which will be a two (2) year term. When the** appointment is filling an unexpired term; ~~then~~ the appointee shall complete the term of the appointee's predecessor.

- A. The terms shall be staggered so that no more than two thirds (2/3) of the terms of the total number of members of the EMCC shall expire in any one (1) year period.
- B. A member whose term of office has expired shall continue to serve in that capacity until a new appointment is made by the Board.
- C. A member choosing to resign from the EMCC must submit a written letter of resignation to the Board, with a copy to the EMCC Chairperson, and the Board will take the necessary action to declare the position vacant and fill the position.
- D. There shall be no limit on the number of consecutive terms that a member may serve.
- E. The absence of a member from three (3) consecutive meetings or three (3) total meetings in a calendar year, without good cause entered into the minutes, shall be cause for the EMCC Chairperson to recommend to the Board the removal of the member from the EMCC.

#### ARTICLE 7 – VOTING

The presence in person of a majority of the current voting members of the EMCC shall constitute a quorum for the transaction of business.

- A. Each voting member shall have (1) vote.
- B. A majority vote with a quorum in attendance, or a consensus of the quorum directed through the Chairperson, shall be required to take action on a matter before the EMCC.

- C. All members present must vote, except when a member declares a conflict of interest. Any member declaring a conflict of interest shall not vote on or participate in any related deliberations or actions of the EMCC.

#### ARTICLE 8 – OFFICERS AND DUTIES OF OFFICERS

- A. Officers of the EMCC shall consist of a Chairperson and a Vice Chairperson, each of whom shall be selected by the EMCC from among the voting members to serve for a one (1) year term.
  - 1. Election of officers will occur annually during the first meeting of the EMCC after July 1.
  - 2. No member may serve as Chairperson or Vice Chairperson for more than two (2) consecutive terms.
- B. General duties of officers include the following:
  - 1. The Chairperson shall call regular and special meetings, approve the agenda, preside over meetings, vote on all matters, appoint subcommittees and *ad hoc* committees and their chairpersons, act as a spokesperson for the EMCC, and conduct and expedite the business before the EMCC.
  - 2. The Vice Chairperson shall preside over meetings in the absence of the Chairperson, fulfill the unexpired term of the Chairperson should such a vacancy occur, and perform such other duties as requested by the Chairperson.

#### ARTICLE 9 – MEETINGS

- A. The EMCC shall conform to statutory requirements for local advisory bodies, including the open meeting laws commonly known as the Brown Act (California Government Code §54950 *et seq.*).
  - 1. All meetings of the EMCC shall be open and accessible to the public.
  - 2. Meetings may be held in varying locations as deemed appropriate.
  - 3. There shall be a minimum of four (4) meetings per calendar year of the EMCC.
  - 4. Meeting agendas shall be transmitted in writing at least five (5) working days prior to meeting to all EMCC members and other interested persons who have submitted a request in writing.
- B. Special meetings may be called by the Chairperson, or in the Chairperson's absence, by the Vice Chairperson; at the request of a majority of EMCC members; or by the LEMSA Administrator.
  - 1. EMCC members and other interested persons who have submitted a request in writing must be given at least ten (10) working days notice in writing of a special meeting.
  - 2. Minutes of special meetings shall be available as a public record.

#### ARTICLE 10 – SUBCOMMITTEES AND *AD HOC* COMMITTEES

- A. The Chairperson of the EMCC, with the advice and consent of the members of the EMCC, may appoint subcommittees and/or *ad hoc* committees that shall serve as advisory to the EMCC and that shall address emergency medical services operational and clinical matters as needed.
- B. The Chairperson of the EMCC, with the advice and consent of the members of the EMCC, shall appoint a chairperson for each subcommittee and *ad hoc* committee from among the membership of the EMCC. Subcommittee chairpersons shall serve two (2) year terms beginning July 1 and may be re-appointed for consecutive terms.
- C. The Chairperson of the EMCC, with the advice and consent of the members of the EMCC, shall appoint the members of all subcommittees and *ad hoc* committees.
  - 1. Members of a subcommittee shall be representative of agencies, associations, organizations or target groups involved in and/or affected by the subcommittee issue.
  - 2. Members of a subcommittee shall serve two (2) year terms beginning July 1 and may be re-appointed for consecutive terms.
- D. No subcommittee or *ad hoc* committee shall have the power to bind the EMCC.
- E. A majority of members of the subcommittee or *ad hoc* committee shall constitute a quorum.
- F. A subcommittee or *ad hoc* committee shall meet at the call of the chairperson of the subcommittee or *ad hoc* committee.
- G. Subcommittee meeting agendas shall be transmitted in writing at least five (5) working days prior to meeting to subcommittee members and other interested persons who have submitted a request in writing.
- H. Subcommittee meeting minutes shall be forwarded to the EMCC and shall be available as a public record.
- I. Subcommittee meetings shall be accessible to the public except during those times when confidential medical information will be discussed.

#### ARTICLE 11 – AMENDMENTS TO THE BYLAWS

Amendments to these bylaws may be recommended at any regular meeting of the EMCC by a two-thirds (2/3) majority of the voting members of the EMCC, provided that written notice of the proposed amendment is mailed to each member of the EMCC at least ten (10) working days prior to such meeting. Amendments shall become effective upon approval of the Board.